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UNITED STATES GOVERNMENT

Memorandum

DATE: October 18, 1962

TO : Director
NIMH Addiction Research Center, Lexington, Kentucky

FROM : Administrative Officer, Intramural Research, NIMH

SUBJECT: Operating plans for FY 1963

Our budget office has informed me that our budget for the current year included funds for the seven positions previously paid by reimbursement from the Department of Defense and that they have made the necessary arrangements to have these individuals transferred to the NIMH payroll as of October 1, 1962. I would suggest that you discuss this with Miss Olson to determine if official personnel actions would be required. I have also tried to find out the official mechanism for notifying the Department of Defense, but the only suggestion I received was to ask you to write to them, through Dr. Felix, explaining that we now have the money, thanking them for past assistance and, if you wish, assuring them of continued cooperation and exchange of information, etc., etc.

Dr. Eberhart is currently asking each of the Laboratory and Branch chiefs for their operating plans for the current year, including such things as plans for filling vacancies, requirements for funds for other objects, etc. I am enclosing a listing of the 54 full-time positions assigned to your program for the current year, including the names of individuals on duty as of September 30, 1962. Our list of individuals may not be as accurate as the one you gave me on your recent trip here, but I believe you are missing the three positions which were added to your staff in fiscal years 1960 and 1961, as stated in my memorandum to you dated February 3, 1961 (copy of pertinent portion attached). These three positions can be assigned as you wish. Also enclosed is the financial report as of the 28th of September. I would appreciate your reviewing this information with the appropriate staff and submitting your plans and requirements for the remainder of this fiscal year to Dr. Eberhart in the near future.

Dr. Eberhart would also like current information on any sabbatical plans which any of your scientists may have for fiscal year 1964. This information should include name of scientists, proposed place and dates, rough estimation of costs, and whether plans are firm or tentative.

Gordon Klovdahl

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